

- Servicing rim wheels (for changing tires).
- Working at establishments where alcoholic liquors are distilled rectified, compounded, brewed, manufactured, bottled or sold for consumption on the premises.

Note that minors 16 years of age may be employed in public bowling alleys as pin-setters, lane attendants or busboys, and in restaurants, executive offices, maintenance departments, or pool and beach areas of a hotel as long as they are not involved in preparation, sale or serving of alcoholic beverages. Also, minors at least 14 years of age may be employed as golf caddies and pool attendants.

- Slaughtering, meat packing, processing or rendering, including operating deli or other slicing machines.
- Using dough brakes or mixing machines in bakeries or cracker machinery.
- Using compactors (but not residential type).

The above is only a partial listing of prohibited occupations. Please consult the *New Jersey Child Labor Laws and Regulations* for a complete listing. If you do not have a copy of the Laws, please call (609) 292-2337 or (609) 777-3200. You may also call these telephone numbers for the *Child Labor Law Abstract* and for the *Schedule of Hours for Minors*, both of which are to be posted in a conspicuous place where the minors are employed.

Some types of prohibited occupations are allowed under the Cooperative Industrial Education (C.I.E.) program. The program is supervised by school educators, and students receive training in the occupational area and in relevant health and safety matters. Employers can contact their local high school or county vocational school to obtain information on this program.

New Jersey Department of Labor is an Equal Opportunity Employer with equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities.

If you need this document in braille or large print, call (609) 292-3221. TTY users can contact this department through New Jersey Relay: 7-1-1.

EMPLOYER GUIDE



About Working Papers

**An Employer Guide for Completing the
Employment Certificate**

James E. McGreevey, Governor
Albert G. Kroll, Commissioner



Working Together to Keep New Jersey Working

Employment Certificates “Working Papers”

Employers employing minors are required to complete the *promise of employment* section of the Employment Certificate.

Minors must be at least 14 years of age to be employed in the state of New Jersey, with the exception of employment in agricultural work (which includes nursery work and the care of livestock), newspaper delivery and theatrical occupations. The child labor laws no longer apply when minors reach the age of 18.

Complete the *hours of work* section, showing actual or approximate hours to be worked in the daily and weekly period. Although these hours may vary by week, an estimated schedule is necessary to ensure compliance with child labor laws.

Complete the *wage rate per hour* section, except for nonpaid “internships” or volunteer activities under School-to-Careers (STC.)

If liquor is sold for consumption on the premises, check the “yes” box and describe the area licensed where necessary. Keep in mind that minors under 18 years of age may not work in an establishment in which liquor is sold for consumption on the premises, with a few exceptions — see “prohibited occupations” section of this booklet for details.

The remaining sections of the working papers are completed by others, such as school officials, and are returned to the school district’s issuing officer. A copy is then submitted to Trenton for final approval. Employment certificates are required for all paid, structured, work-based learning opportunities offered to students under STC. It is also recommended for nonpaid STC activities that may involve work.

HOURS RESTRICTIONS for Minors

Minors Under 16 Years of Age:

- May **not** work more than 3 hours during a day when school is in session.
- May **not** work over 18 hours during a week when school is in session.
- May **not** work over 8 hours a day or 40 hours a week during a school vacation.

- May **not** work after 7 p.m. when school is in session but may work until 9 p.m. (with a parent or guardian’s written permission) during school summer vacation (end of school year until Labor Day).
- May **not** work before 7 a.m.
- May **not** work more than 6 consecutive days.

Minors Under 18 Years of Age:

- May **not** work before 6 a.m. or after 11 p.m. during weeks when school is in session.
- May work after 11 p.m. during school vacation season or on days not preceding a school day with special written permission of parent or guardian.
- May work in restaurant and seasonal amusement occupations after 12 midnight but not beyond 3 a.m. during a regular school vacation season or on days not preceding a school day (provided work began before 11 p.m. the previous day) with special written permission of a parent or guardian.
- May **not** work more than 6 consecutive days.
- May **not** work over 8 hours daily or 40 hours weekly.

Other hours may apply for agricultural occupations, factories, newspaper carriers or theatrical employment. Please call the Department of Labor’s Division of Wage and Hour Compliance School-to-Careers unit at (609) 292-8168 or (609) 292-8228 if you have any questions.

PROHIBITED OCCUPATIONS

Certain potentially hazardous occupations are prohibited for minors based on the age of the minor. Some of the prohibited occupations are listed below:

PROHIBITED OCCUPATIONS for Minors Under 16 Years of Age:

- Occupations involving power-driven machinery, including power tools, power lawn mowers, power woodworking and metal working tools.
- Occupations utilizing conveyors. However, minors age 15 may work as cashiers or baggers.

PROHIBITED OCCUPATIONS for Minors Under 18 Years of Age:

- Construction.
- Operating hoisting apparatus, including forklifts.